

TRAVEL SERVICES TRIP REQUEST

DATE PREPARED 1/28 NEW CHANGE PREPARED BY JEAN KELLYPASSENGER NAME JOHN D. KELLY EXTENSION 3257OPERATING COMPANY TRAVEL SERVICES DEPARTMENT TRAVELPLANNING NOTES

ADDITIONAL PASSENGER(S)

AIR TRAVEL

DATE	FROM	TO	DEP. TIME	ARR. TIME	AIRLINE	FLIGHT NO.
<u>1/28</u>	<u>LAUREL</u>	<u>TRINIDAD</u>	<u>AM</u>			
	<u>LAUREL</u>	<u>LA</u>	<u>2:00PM</u>			
	<u>LA</u>	<u>LAUREL</u>	<u>3:00PM</u>			

RESERVATION

NOTES

(Fares, Status,
Special Meals,
Seat Assignments) Smoker Non-Smoker Window Aisle

MEALS:

 Vegetarian Seafood Kosher Low Calorie Fruit Salad

CLASS OF SERVICE

 First [†] Business [†] Coach/Discount[†] Authorization required.

ACCOMODATIONS

HOTEL	CITY	ARR. DATE	DEP. DATE	NIGHTS

CAR RENTAL

COMPANY	TYPE	PICK UP DATE/CITY	DROP OFF DATE/CITY	NO. DAYS

SPECIAL SERVICES

LIMOUSINE, VISA, PASSPORT, ETC.

<u>LAUREL</u>	<u>LAUREL</u>

CANCELLATION NUMBERS

HOTEL, LIMO, ETC.

<u>LAUREL</u>

RETURN TO TRAVEL SERVICES DEPARTMENT - 120 PARK, 25TH FLOOR

WHITE TRAVEL SERVICES CORP.

YELLOW REQUESTOR

Source: https://www.industrydocuments.ucsf.edu/docs/rpff0004

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